

## MEETING ROOM REGULATIONS

1. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs. The use of the library's name in distributing partisan literature or for an organization's mailing address will not be allowed.
2. Upon adequate notice, and for adequate reasons, the library reserves the right to revoke permission to use the meeting room. Final reviews are made by the board at the director's request.
3. Reservations: Reservations can be made over the phone or at the front desk. The requesting organization will be required to sign a "Meeting room Use & Responsibility" form prior to using the room. At subsequent meetings, the responsible person will be required to date and initial the Meeting Room Use & Responsibility" form. Advance notice is advisable to avoid conflict with previously scheduled meetings. Cancellations should be made as early as possible when plans are altered. Only library-affiliated groups may book a meeting room for more than six meetings at a time. If an approved group wishes to hold more than six meetings, they must make special arrangements with the library director.
4. Private parties are allowed for a fee. Personal, private events such as birthday parties or baby/bridal showers will be charged a fee of \$10. Businesses and other for-profit groups will be charged a fee of \$20 for up to 4 hours and \$40 for 5-8 hours. Sales and admission fees are not allowed other than regular club membership dues with the exception of library-sponsored events.
5. Meeting rooms are only available during regular library hours.
6. An adult sponsor must supervise children's groups.
7. The person signing the responsibility form will be responsible for the cleanup following use, and will be held liable for any damage to the building, furniture, or equipment used. Groups are responsible for their own setup and takedown. Any furniture moved must be returned to its proper place. There will be no storage of equipment or records belonging to the group that is meeting in any room.
8. Smoking is not permitted in the library. No alcohol or controlled substances may be consumed on the premises of any public building in the city of Spencer.
9. A kitchenette is at the disposal of groups using the meeting room. Utensils and dishes are not furnished. Kitchen equipment must be cleaned after use. Coffee and tea may be prepared in the room and a refrigerator and microwave are available for public use in the Round Room. The popcorn machine may be used with staff assistance if library staff has approved the group and a fee of \$5.00 is paid to cover the cost of supplies.

10. The library reserves the right to assess a \$50.00 cleaning fee if deemed necessary by the director. Anyone spilling food or drink in must wipe it up immediately and notify library staff as soon as possible. Failure to notify staff may result in a charge for damages to carpeting or chairs and suspension from meeting room use.

11. All equipment for public use in the meeting rooms must be requested at the time of reservation and set up by library personnel only. Equipment available includes: movie projector and screen in the Round Room, the Owl Meeting Camera with audio capabilities or the Vibe smart board can be used in the Round Room or ICN Room, and the TV, DVD player, and typewriter in the Study Cubicle.

12. The library director is authorized to deny permission to use the meeting rooms to any group or individual that is disorderly or objectionable in any way, or that violates any of these regulations.

13. The Spencer Public Library Board of Trustees and the City of Spencer are not responsible for accidents, injury, or loss of individual property while using the meeting rooms caused by human error, misbehavior, or misuse of equipment or furniture.

14. The library Round Room is designed to accommodate 45 people, the ICN room will accommodate 18 people, and the Study Cubicle will accommodate no more than 2 people. In scheduling the meeting rooms, programs sponsored by the library will receive first consideration, regardless of previous reservation. If not reserved for library **purposes**, this room is available for public gatherings of a cultural, educational, civic or professional nature by visitors to the library, and to private meetings or events at a fee.

**MEETING ROOM USE & RESPONSIBILITY**

Spencer Public Library’s meeting rooms are primarily used for library sponsored or co-sponsored programs which meet the library’s civic, informational, cultural, or recreational goals. When not in use for library activities, the room is available at no cost to non-profit community organizations and for a fee to private parties and business entities.

This “Meeting Room Use & Responsibility” form must be completed prior to the first meeting and dated and initialed before any subsequent meetings. The person signing this form will be responsible for the cleanup following use, and will be held liable for any damage to the building, furniture, or equipment used. Groups are responsible for their own setup and takedown. Any furniture moved must be returned to its proper place. There will be no storage of equipment or records belonging to the group that is meeting in any room.

A full version of the Meeting Room Policy and Regulations is available upon request. The library staff has the responsibility of enforcing these policies and therefore must ask the purpose of each meeting when the room is reserved. Any group who feels it should be exempt from these policies is welcome to appeal to the Board of Trustees at their meeting the third Thursday of each month. Contact the library director at least one week in advance to be placed on the agenda.

**I have read the above and agree to these terms.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_